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COMBINED FEDERAL CAMPAIGN

Each year the Agency actively supports the Combined Federal Campaign. By his memorandum of 27 August 1982 President Reagan asked you to serve as this Agency's CFC Chairman and requested that you appoint a top assistant to serve as Vice Chairman. In response, the Honorable Drew Lewis, Secretary of Transportation, and Chairman of the Combined Federal Campaign for the National Capital Area, is being advised by a letter from you that James N. Glerum, Director of Personnel, has been appointed this Agency's Vice Chairman. In addition, we have prepared for your signature a Memorandum for All Employees, indicating your personal endorsement of CFC and encouraging their participation.

The Campaign is administered within the Agency in the Office of Personnel. Vice Chairpersons are designated for each directorate and under them Keypersons provide the personal contact to give each employee an opportunity to participate through either payroll deductions, periodic billings or one-time cash contributions. Last year approximately 79% of the giving was through payroll deductions. In last year's Campaign, a goal of \$300,000 was established toward which we raised \$272,354 in contributions. It is impossible to say exactly how much was actually given toward CFC, however, [REDACTED]

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[REDACTED] This year our goal has been set at \$307,000, a 10% increase over last year's contributions.

Our Agency campaign begins on 17 September when a Kickoff Rally will be held in the Auditorium. The National Capital Area Kickoff Rally will be held at 10:00 AM on 28 September in the Departmental Auditorium and several of our Keyworkers will be in attendance.

It is our practice to keep employees advised of the progress of the Campaign with bar charts showing percentage of achievement of goal by directorates and we provide the directorates with more detailed progress reports of giving, broken down by their individual components.

Another way in which the Agency supports the CFC is through participation in the Loaned Executive Program. This Program draws on the managerial talent of the various agencies by asking that an experienced manager be loaned to the CFC for approximately three and one-half months. After intensive training by CFC, they are assigned a number of agencies as their personal accounts and they monitor Campaign progress and personally visit senior officials in those agencies to assist in Campaign promotion and administration. As in past years, we have again assisted this Program by assigning an Agency manager full-time to the CFC from 1 September to mid-December 1982. His name is [REDACTED]

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